



Washington State Archives
Office of the Secretary of State

**LOCAL GOVERNMENT RECORDS RETENTION SCHEDULE
SCHOOL DISTRICTS AND EDUCATIONAL SERVICE DISTRICTS
Version 7**

*Approved and Issued by the Washington State Local Records Committee
July, 2008*

SUPERSEDED

**STATE OF WASHINGTON
LOCAL RECORDS COMMITTEE**

*Office of the State Auditor • Office of the Attorney General • Office of the State Archivist
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LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE
http://www.secstate.wa.gov/archives/gs_local.aspx



SUMMARY OF CHANGES

- **Series appearing in the *Local Government General Retention Schedule (LGGRS)* have been removed from this schedule.** Please see the *LGGRS* for records series not covered by this schedule.
- Records series unique to the *School Districts and Education School Districts Schedule* have an “SD” prefix.
- Titles and descriptions have been improved.
- Statutory references have been updated.
- Series duplicated in two categories now appear in only one category.
- Discontinued series have been removed from schedule.
- A detailed index has been added.
- All references to “parent” and/or “guardian” have been changed to “parent/legal guardian” for clarity.

REVISION HISTORY

Version	Issued	Extent of Revision
1	1976	First Schedule
2	1980	
3	1982-83	
4	January 1, 1986	
5	March 31, 1994	
6	March 27, 2003	
7	July 29, 2008	Major revision



LOCAL GOVERNMENT RECORDS RETENTION SCHEDULE
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The following records retention schedule sets minimum retention requirements and provides all local government agencies with blanket authority for the disposition of commonly held school district and educational service district records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the agency maintains for the records it destroys.

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal statutes supersede state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy.

These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series.

Keep in mind that you will not necessarily have all records listed in this schedule and that you are not required to create all of the series listed.

Records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) - are those records identified and required by RCW 40.14.010(1) that have significant legal or fiscal value.

Office Files and Memoranda (OFM) - are those records that have only administrative value per RCW 40.14.010(2)

Archival and Potential Archival Value - The Archival designation identifies records series that must be transferred to your Regional Archives at the end of their approved retention period. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer to appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.

Essential Record - This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE

7/29/2008

For the Attorney General: Cindy Evans

For the State Auditor: Mark Rapozo

The State Archivist: Jerry Handfield



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Records Category: ADMINISTRATIVE RECORDS COMMON TO ALL DEPARTMENTS AND SCHOOLS						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	ASSOCIATED STUDENT BODY (ASB) – BYLAWS REV: Changed title. 06/2008	OPR	PERMANENT – 1 copy potential archival value – See remarks.	Destroy when obsolete or superseded.	SD51-01-08	Contact your Regional Archivist. Records from the series may be selected to be transferred and preserved at a Regional Archives Branch.
2	ASSOCIATED STUDENT BODY (ASB) – MINUTES New series. 06/2008	OPR	PERMANENT - 1 copy potential archival value - See remarks.	Destroy when obsolete or superseded.	SD51-20-01	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
3	DEMOGRAPHIC AND ENROLLMENT PROJECTIONS	OFM	3 years.	Destroy when obsolete or superseded.	SD51-07-08	
4	EMERGENCY INFORMATION FORM FOR STUDENTS AND STAFF	OFM	Retain for current school year.	Destroy when obsolete or superseded.	SD51-01-51	
5	PUBLIC RESEARCH ACCESS REQUEST Request for access to district records for research purposes. See DAN #GS50-09-04 for public disclosure requests. REV: Changed description. 6/2008	OFM	Resolution of request plus 3 years.	Destroy when obsolete or superseded.	SD51-01-35	
6	PUBLIC RESEARCH ACCESS REQUEST LOG	OFM	Last entry in log plus 3 years.	Destroy when obsolete or superseded.	SD51-01-39	
7	REPORTS REQUIRED BY SUPERINTENDENT OF PUBLIC INSTRUCTION	OFM	Superintendent of Public Instruction retains primary record copy – PERMANENT.	3 years.	SD51-01-37	
8	SIGNATURE OF RECEIPT RECORD Receipts or lists signed by employees to verify receipt of instructions, or documents such as paychecks, leave/benefit reports, retirement system accounting statements, etc.	OFM	1 year.	Destroy when obsolete or superseded.	SD51-01-46	
9	STATEMENT OF REQUIREMENTS AND EXPECTATIONS SIGNED AND RETURNED BY PARENT / LEGAL GUARDIAN	OFM	Retain for current school year.	Destroy when obsolete or superseded.	SD51-01-49	

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Records Category: ADMINISTRATIVE RECORDS COMMON TO ALL DEPARTMENTS AND SCHOOLS						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
10	SUPERINTENDENT OF PUBLIC INSTRUCTION BULLETINS / MEMORANDA	OFM	Destroy after superseded or expired.	Destroy when obsolete or superseded.	SD51-01-48	

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Records Category: ATHLETICS						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	ACCIDENT CLAIMS / INCIDENT REPORTS – STUDENT Records documenting accident claims/reports where official record is retained by Insurance/Risk Management/Safety Office in accordance with DAN # GS50-06C-12. REV: Changed description, primary and secondary retention, and DAN#. 6/2008	OFM	Destroy at end of school year.	Destroy when obsolete or superseded.	SD51-20-11	
2	ATHLETE / TEAM ACHIEVEMENT RECORDS – NON-WIAA Statistics and league standings for non-Washington Interscholastic Activities Association (Non-WIAA) affiliated activities only. REV: Changed title and description. 6/2008	OPR	PERMANENT - 1 copy potential archival value– See remarks.	Destroy when obsolete or superseded.	SD51-03-03	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
3	ATHLETE / TEAM ACHIEVEMENT RECORDS - WIAA Statistics and league standings where Washington Interscholastic Activities Association (WIAA) retains records documenting athletic and team achievements. New series. 6/2008	OPR	6 years – potential archival value. See remarks.	Destroy when obsolete or superseded.	SD51-20-02	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
4	ATHLETIC AND ACTIVITY SURVEYS Self-evaluation survey on activities students would like to participate in and limitations of students, as required by Title IX.	OFM	5 years.	Destroy when obsolete or superseded.	SD51-03-15	Reference 34 CFR 106.41.
5	ATHLETIC ELIGIBILITY RECORDS Includes physicals, insurance, grade point, appeals, emergency information, student registration and parent/legal guardian consent forms. REV: Changed description. 6/2008	OFM	3 years. See remarks.	Destroy when obsolete or superseded.	SD51-03-04	Primary copy of insurance on individuals should be kept with District Insurance files.
6	LEAGUE REGISTRATION FORMS – ATHLETICS REV: Changed title. 06/2008	OFM	3 years.	Destroy when obsolete or superseded.	SD51-03-10	



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Records Category: ATHLETICS						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
7	SCHEDULES – ATHLETICS Dates and locations of school games, meets, and matches for season and tournament play.	OFM	3 years.	Destroy when obsolete or superseded.	SD51-03-11	
8	SCHOOL PROTESTS OF GAMES	OFM	1 year.	Destroy when obsolete or superseded.	SD51-03-12	
9	SCOREBOOK, SCORESHEETS	OFM	1 year.	Destroy when obsolete or superseded.	SD51-03-13	
10	TEAM ROSTERS	OFM	3 years.	Destroy when obsolete or superseded.	SD51-03-14	

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Records Category: ATTENDANCE						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	ABSENCE CASE FILE Documents districts' dealings with individual students having attendance problems. May include but is not limited to the following: Absence Reports, Absence Report Profiles, Absence/Attendance Discipline Letters (sent to parent/legal guardian), Petitions to Compel School Attendance/Compulsory School Attendance Filing Forms, Intervention Plan, and Truancy Conference Counseling Forms.	OPR	6 years.	Destroy when obsolete or superseded.	SD51-04-10	
2	ABSENCE EXCUSE	OFM	Retain for current school year.	Destroy when obsolete or superseded.	SD51-04-01	
3	ABSENCE NOTIFICATION	OFM	Retain for current school year.	Destroy when obsolete or superseded.	SD51-04-02	
4	ABSENCE NOTIFICATION REPORT Written notification to parent/legal guardian regarding a student's absences.	OFM	Retain for current school year.	Destroy when obsolete or superseded.	SD51-04-03	
5	ABSENCE REPORTS Reports tracking absences in the total student population (including electronic input). May include but is not limited to the following: <ul style="list-style-type: none"> Students with Excused Absences - by period Students with Unexcused Absences - by period Students with Excused Absences - daily Students with Unexcused Absences - daily REV: Changed primary retention. 6/2008	OFM	3 years or until completion of State Auditor's examination report.	Destroy when obsolete or superseded.	SD51-04-11	
6	ADMIT SLIPS Approved permission to return to class. REV: Added description. 06/2008	OFM	Retain for current school year.	Destroy when obsolete or superseded.	SD51-04-12	
7	ATTENDANCE RECORD, INDIVIDUAL STUDENT Supports Enrollment Report. Includes Alternative Learning Experience. REV: Changed description and primary retention. 6/2008	OFM	3 years or until completion of State Auditor's examination report.	Destroy when obsolete or superseded.	SD51-04-04	



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Records Category: ATTENDANCE						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
8	BUS / PICK-UP CHANGES – TEMPORARY AUTHORIZATION REV: Changed title. 6/2008	OFM	Retain for current school year.	Destroy when obsolete or superseded.	SD51-04-13	
9	CLASSROOM ATTENDANCE SOURCE DOCUMENTATION Attendance reports used as source documentation for enrollment. May include attendance cards, bubble sheets, grade books, etc. REV: Changed primary retention. 6/2008	OFM	3 years or until completion of State Auditor's examination report.	Destroy when obsolete or superseded.	SD51-04-05	
10	COMPULSORY SCHOOL ATTENDANCE TRUANCY PETITION / DISPOSITION LOGS Summary listing which tracks the filing and disposition of Truancy Petitions to Compel School Attendance. REV: Changed title and description. 6/2008	OFM	Last entry in log plus 6 years.	Destroy when obsolete or superseded.	SD51-04-07	
11	DAILY PERIOD ATTENDANCE INPUT Includes electronic and paper input.	OFM	Retain for current school year.	Destroy when obsolete or superseded.	SD51-04-08	
12	LATE ARRIVAL AND EARLY DEPARTURE LOGS	OFM	Retain for current school year.	Destroy when obsolete or superseded.	SD51-04-14	
13	STATISTICAL REPORTS ON SCHOOL ABSENCES REQUIRED BY THE SUPERINTENDENT OF PUBLIC INSTRUCTION - BUILDING LEVEL Retained by Superintendent of Public Instruction. REV: Changed title and primary retention; added description and remarks. 6/2008	OPR	3 years or until completion of State Auditor's examination report.	Destroy when obsolete or superseded.	SD51-04-06	WAC 392-121 and 392-117.
14	STATISTICAL REPORTS ON SCHOOL ABSENCES REQUIRED BY THE SUPERINTENDENT OF PUBLIC INSTRUCTION - DISTRICT-LEVEL Retained by Superintendent of Public Instruction. REV: Changed title and primary retention; added description. 6/2008	OPR	3 years or until completion of State Auditor's examination report.	Destroy when obsolete or superseded.	SD51-04-09	

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Records Category: BUDGET						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	BUDGET REVISION REQUESTS Formal requests to revise a budget that has already been adopted.	OPR	6 years.	Destroy when obsolete or superseded.	SD51-02A-04	

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Records Category: CURRICULUM / INSTRUCTION					Reference RCW 28A.230	
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	ACCREDITATION REPORTS AND EVALUATION REPORTS Separate evaluations of all district reports subject to review.	OPR	Destroy when superseded plus 6 years – potential archival value – See remarks.	Destroy when obsolete or superseded.	SD51-06A-01	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
2	CATEGORICAL PROGRAM FILES 1. State categorical programs: Student lists, test scores, inventory of equipment, legal reports, evaluations and assurances to be maintained for monitoring and auditing purposes 2. Federal categorical programs: Student eligibility lists, comparability reports, pre- and post-test data, evaluations, inventory of equipment, parent advisory committee minutes (Title I).	OFM	3 years after completion of grant audit or retain for period required by grant or program – See remarks.	Destroy when obsolete or superseded.	SD51-06A-02	Records from this series which become involved in an audit or litigation before the end of the retention period specified by the granting agency must be retained at least until the audit or litigation is resolved.
3	COMMUNITY CHALLENGES OF INSTRUCTIONAL MATERIALS	OFM	5 years.	Destroy when obsolete or superseded.	SD51-06A-03	
4	COURSE ADDITIONS, DELETIONS, AND CHANGES	OFM	3 years.	Destroy when obsolete or superseded.	SD51-06A-04	
5	COURSE DESCRIPTION CATALOG	OPR	PERMANENT.	Destroy when obsolete or superseded.	SD51-06A-19	
6	CURRICULUM SUMMARIES AND GUIDES	OFM	PERMANENT - 1 copy potential archival value – See remarks.	Destroy when obsolete or superseded.	SD51-06A-05	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
7	CURRICULUM WAIVER REQUESTS Documents received from legal guardian excusing student from specific classes (i.e., Physical Education because of injury, etc.) REV: Changed title, description, and primary retention. 6/2008	OPR	5 years.	Destroy when obsolete or superseded.	SD51-06A-11	



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Records Category: CURRICULUM / INSTRUCTION						Reference RCW 28A.230
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
8	ESSENTIAL ACADEMIC LEARNING REQUIREMENTS (EALR) PROGRAM FILES 1. A complete set of student learning objectives for each core subject. 2. Community input data for development of EALR student learning objectives. 3. Evaluation data for each EALR REV: Changed title and description. 6/2008	OFM	Destroy when superseded.	Destroy when obsolete or superseded.	SD51-06A-06	
9	ESSENTIAL ACADEMIC LEARNING REQUIREMENTS (EALR) PROGRAM FILES RESULTS REV: Changed title. 6/2008	OFM	Destroy after compilation and issuance of test data.	Destroy after compilation and issuance of test data.	SD51-06A-07	
10	GRADUATION REQUIREMENTS STATEMENTS Statement of required courses and credits that is approved by the Board. REV: Added description. 06/2008	OPR	PERMANENT - 1 copy potential archival value – See remarks.	Destroy when obsolete or superseded.	SD51-06A-08	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
11	INDIVIDUAL ESSENTIAL ACADEMIC LEARNING REPORTS REV: Changed title. 6/2008	OFM	Destroy after compilation and issuance of test data.	Destroy after compilation and issuance of test data.	SD51-06A-09	
12	INSTRUCTIONAL MATERIALS SUBJECT FILE Evaluation data and recommendations on instructional materials that are accrued prior to Board adoption, where not included in Advisory Board Agenda Packets (DAN #GS50-05B-02). REV: Changed description and primary retention. 06/2008	OFM	3 years.	Destroy when obsolete or superseded.	SD51-06A-10	
13	PARENT / LEGALGUARDIAN PERMISSION SLIPS FOR INTERNET ACCESS AND FILM VIEWING REV: Changed title. 06/2008	OFM	Retain for current school year.	Destroy when obsolete or superseded.	SD51-06A-12	
14	SCHOOL MASTER SCHEDULE Class schedule unique to each school. New series. 6/2008	OFM	6 years, and then retain until appraised by Regional Archivist. Potential archival value. See remarks.	Destroy when obsolete or superseded.	SD51-20-03	These records must be appraised by your Regional Archivist. Contact your Regional Archives to arrange for appraisal and transfer.

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Records Category: CURRICULUM / INSTRUCTION					Reference RCW 28A.230	
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
15	STUDENT ASSESSMENT AND PLACEMENT PROGRAM CASE FILES	OFM	1 year after screening.	Destroy when obsolete or superseded.	SD51-06A-13	
16	STUDENT TESTING – GROUP REPORTS Summary of testing scores by class, grade, program, sex, ethnic group, building, district, etc.	OFM	5 years.	Destroy when obsolete or superseded.	SD51-06A-16	
17	STUDENT TESTING – INDIVIDUAL STUDENT REPORT	OFM	Destroy 2 years after graduation or withdrawal.	Destroy when obsolete or superseded.	SD51-06A-17	
18	STUDENT TESTING – PRIMARY RECORD Answer sheet or other medium completed by student.	OFM	90 days.	Destroy when obsolete or superseded.	SD51-06A-18	

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Records Category: EDUCATIONAL SERVICE DISTRICTS: ADMINISTRATION					Reference RCW 28A.310	
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	BOARD AND REGIONAL COMMITTEE ELECTION CERTIFICATES	OPR	PERMANENT.	Destroy when obsolete or superseded	SD51-11-01	
2	BOUNDARY RECORDS	OPR	PERMANENT – 1 copy potential archival value.	Destroy when obsolete or superseded	SD51-11-02	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
3	COUNTY SUPERINTENDENT OF SCHOOLS RECORDS	OPR	These records are archival and should be transferred to the nearest Regional Archives Branch.	Destroy when obsolete or superseded	SD51-11-03	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

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Records Category: EDUCATIONAL SERVICE DISTRICTS:						Reference RCW 28A.310
INSTRUCTOR / TEACHER CURRICULUM AND INSTRUCTION						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	CLASS / WORKSHOP RECORDS If offered for fee or credit.	OPR	6 years after close of fiscal year.	Destroy when obsolete or superseded.	SD51-13-01	
2	CLOCK HOUR RECORDS REV: Changed title and primary retention; added remarks. 6/2008	OPR	7 years.	Destroy when obsolete or superseded.	SD51-12-01	WAC 181-85-205
3	INSERVICE ATTENDANCE REPORTS	OPR	6 years after close of fiscal year.	Destroy when obsolete or superseded.	SD51-12-02	
4	OSPI (OFFICE OF THE SUPERINTENDENT OF PUBLIC INSTRUCTION) MONITORING REPORTS	OPR	6 years after close of fiscal year.	Destroy when obsolete or superseded.	SD51-12-03	
5	PROGRAM APPLICATIONS	OPR	6 years after close of fiscal year.	Destroy when obsolete or superseded.	SD51-12-04	
6	REGIONAL DRUG AND ALCOHOL SURVEYS	OFM	6 years after close of fiscal year – potential archival value – See remarks.	Destroy when obsolete or superseded.	SD51-12-05	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

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Records Category: EDUCATIONAL SERVICE DISTRICTS: LEARNING RESOURCE CENTER					Reference RCW 28A.310	
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	LEARNING RESOURCE CENTER (LRC) SELECTION ADVISORY COMMITTEE PURCHASE RECOMMENDATIONS (VOTING TABULATION) REV: Changed title. 6/2008	OPR	3 years after close of fiscal year.	Destroy when obsolete or superseded.	SD51-13-03	
2	TEACHER EVALUATION FORMS OF LEARNING RESOURCE CENTER (LRC) COLLECTIONS Includes files, etc. REV: Changed title. 6/2008	OPR	3 years after close of fiscal year.	Destroy when obsolete or superseded.	SD51-13-04	

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Records Category: EDUCATIONAL SERVICE DISTRICTS:						Reference RCW 28A.310
TEACHER CERTIFICATION						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	CERTIFICATE APPLICATION FEES RECEIPT BOOK	OPR	6 years after close of fiscal year.	Destroy when obsolete or superseded.	SD51-14-01	
2	CERTIFICATE INFORMATION SUMMARY Computed data.	OPR	6 years after close of fiscal year.	Destroy when obsolete or superseded.	SD51-14-02	
3	CERTIFICATION FEE REPORT – QUARTERLY / ANNUAL	OPR	6 years after close of fiscal year.	Destroy when obsolete or superseded.	SD51-14-03	
4	PROFESSIONAL EDUCATION PERMITS – TEMPORARY	OPR	6 years after close of fiscal year.	Destroy when obsolete or superseded.	SD51-14-04	

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Records Category: FINANCIAL / FISCAL SERVICES						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	APPORTIONMENT REPORTS / STATE OF WASHINGTON All reports supporting state funding (i.e., enrollment).	OPR	Superintendent of Public Instruction retains PERMANENT.	Retain 1 copy for 3 years or destroy after completion of audit. All other copies destroy when obsolete or superseded.	SD51-02-03	
2	STUDENT FEE AND FINE STATEMENTS	OFM	3 years.	Destroy when obsolete or superseded.	SD51-02-27	
3	VENDOR FILES Includes vendor lists, changes, additions, and deletions. REV: Changed primary retention. 6/2008	OFM	3 years or until completion of State Auditor's examination report.	Destroy when obsolete or superseded.	SD51-02-30	

SUPERSEDED



LOCAL GOVERNMENT RECORDS RETENTION SCHEDULE
SCHOOL DISTRICTS AND EDUCATIONAL SERVICE DISTRICTS
Version 7

Records Category: FOOD SERVICES			Reference RCW 28A.235 and WAC 392-157			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	CATERING REQUESTS Requests for use of kitchen and the supplying of food and labor. REV: Changed primary retention. 6/2008	OFM	3 years or until completion of State Auditor's examination report.	Destroy when obsolete or superseded.	SD51-08-01	
2	FOOD HANDLER'S PERMIT	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded.	SD51-08-02	
3	FOOD SERVICE ORDERS For supplies needed to operate school lunch program. REV: Changed primary retention. 6/2008	OFM	3 years or until completion of State Auditor's examination report.	Destroy when obsolete or superseded.	SD51-08-03	
4	FREE OR REDUCED PRICE MEAL APPLICATION Applications for reduced-price or free meals in compliance with National School Lunch Act.	OPR	6 years after the last reimbursement based on the application.	Destroy when obsolete or superseded.	SD51-08-04	Federal audit requirements. Security of confidential information must be protected. Reference USDA National School Lunch Program and School Breakfast Program, Provisions 1, 2, & 3 - Fact Sheet, and 7 CFR 210.
5	FREE OR REDUCED PRICE MEAL APPLICATION VERIFICATIONS	OFM	Federal fiscal year plus 3 years.	Destroy when obsolete or superseded.	SD51-08-15	
6	HACCP PLAN (HAZARD ANALYSIS OF CRITICAL CONTROL POINTS PLAN) Plans and reports of standard operating procedures. New series. 06/2008	OPR	6 years.	Destroy when obsolete or superseded.	SD51-20-04	Reference WAC 246-215-181.
7	HEALTH INSPECTIONS Inspection of facility to ensure it meets federal and state standards.	OFM	Primary copy held by local health district/department.	Destroy when obsolete or superseded.	SD51-08-14	
8	MEAL AND MILK COUNT REPORTS AND DOCUMENTATION Record of daily meals and milk served. REV: Changed primary retention. 6/2008	OFM	3 years or until completion of State Auditor's examination report.	Destroy when obsolete or superseded.	SD51-08-05	Reference 7 CFR 210.



LOCAL GOVERNMENT RECORDS RETENTION SCHEDULE
SCHOOL DISTRICTS AND EDUCATIONAL SERVICE DISTRICTS
Version 7

Records Category: FOOD SERVICES			Reference RCW 28A.235 and WAC 392-157			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
9	MEAL PRODUCTION RECORDS Records of amount of food prepared and served to meet meal patterns.	OFM	Federal fiscal year plus 3 years.	Destroy when obsolete or superseded.	SD51-08-13	
10	MEAL TICKET / CREDIT LOG Listing of meal tickets/credits issued, including number, date, name of purchaser, and/or recipient and amount paid. REV: Changed primary retention. 6/2008	OFM	3 years or until completion of State Auditor's examination report.	Destroy when obsolete or superseded.	SD51-08-06	
11	MEAL TICKETS Prepaid meal tickets. REV: Changed primary retention. 6/2008	OFM	3 years or until completion of State Auditor's examination report.	Destroy when obsolete or superseded.	SD51-08-07	
12	MENUS	OFM	Destroy when obsolete or superseded.	Destroy when obsolete or superseded.	SD51-08-16	
13	MONTHLY MEAL COUNT REIMBURSEMENT REPORT Includes monthly meal count and edit checks as supporting documentation.	OPR	6 years.	Destroy when obsolete or superseded.	SD51-08-08	
14	SCHOOL BREAKFAST PROGRAM PLAN Includes plan and backup documentation submitted to SPI for program approval.	OPR	Termination of plan plus 6 years.	Destroy when obsolete or superseded.	SD51-08-09	
15	SITE HEALTH PERMIT	OFM	Destroy when obsolete or superseded.	Destroy when obsolete or superseded.	SD51-08-10	
16	STOCK CONTROL RECORDS Listing of food items, supplies, and commodities used for manual count of inventory on hand. May be used to complete the F-196 report. REV: Changed primary retention. 6/2008	OFM	3 years or until completion of State Auditor's examination report.	Destroy when obsolete or superseded.	SD51-08-11	
17	STOCK INVENTORY REPORT SUMMARY Prepared from stock control records and food service orders. Lists quantities on hand, received, used and unit prices. May be used to complete the F-196 report. REV: Changed primary retention. 6/2008	OFM	3 years or until completion of State Auditor's examination report.	Destroy when obsolete or superseded.	SD51-08-12	

SUPERSEDED



LOCAL GOVERNMENT RECORDS RETENTION SCHEDULE
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Records Category: GRANT FUNDS MANAGEMENT AND PROGRAMS						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	<p>NON-FEDERAL AND/OR NON-STATE GRANTS ISSUED – SUCCESSFUL APPLICATION ADMINISTRATION FILES</p> <p>Documentation of grants and grant programs awarded by non-governmental entities. Includes grant announcement parameters, grant applications, grant evaluation summaries, notification of grant awards, fiscal reports, correspondence related to grant monitoring, audit reports, and related documentation. Also includes grant project status, and progress and compliance reports prepared and submitted by grantee.</p>	OPR	3 years after completion of grant.	Destroy when obsolete or superseded.	SD51-03C-14	
2	<p>STATE GRANTS ISSUED – SUCCESSFUL APPLICATION ADMINISTRATION</p> <p>Documentation of grants and grant programs awarded by the State. Includes grant announcement parameters, grant applications, grant evaluation summaries, notification of grant awards, fiscal reports, correspondence related to grant monitoring, audit reports, and related documentation. Also includes grant project status, and progress and compliance reports prepared and submitted by grantee.</p>	OPR	6 years after completion of grant audit or retain for period required by grant program.	Destroy when obsolete or superseded.	SD51-03C-15	
3	<p>SURVEY OF PARENTS OR LEGAL GUARDIANS LIVING OR WORKING ON FEDERAL PROPERTY (Public Law 81-874) – ELIGIBLE</p> <p>REV: Changed title. 6/2008</p>	OPR	5 years after receipt of final payment – See remarks.	Destroy when obsolete or superseded.	SD51-03C-16	Reference 34 CFR 222.
4	<p>SURVEY OF PARENTS OR LEGAL GUARDIANS LIVING OR WORKING ON FEDERAL PROPERTY (Public Law 81-874) – NOT ELIGIBLE</p>	OFM	Retain until submittal of the application.	Destroy when obsolete or superseded.	SD51-03C-17	



LOCAL GOVERNMENT RECORDS RETENTION SCHEDULE
SCHOOL DISTRICTS AND EDUCATIONAL SERVICE DISTRICTS
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Records Category: HEALTH SERVICES		Reference RCW 4.16.350 & 28A.210.260, WAC 246.100.166, 246.760 & 246.762				
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	APPLICATION FOR HOME / HOSPITAL TUTORING	OPR	6 years.	Destroy when obsolete or superseded.	SD51-09-01	
2	CERTIFICATE OF IMMUNIZATION STATUS (CIS) Dept. of Health Form No. 348-013.	OFM	Destroy after termination of enrollment.	Destroy when obsolete or superseded.	SD51-09-02	
3	CHILD ABUSE REPORTS Reports compiled by district personnel regarding students who may be victims of abuse. Submitted to DSHS Child Protective Services.	OPR	6 years.	Destroy when obsolete or superseded.	SD51-09-03	
4	COMMUNICABLE DISEASE REPORT Includes data collected from schools and summary report.	OFM	Destroy after summary report is submitted to local Health Department.	Destroy when obsolete or superseded.	SD51-09-04	
5	HEALTH ROOM / NURSE ENCOUNTER DATA (NED) Vital statistics, assessment, care and intervention. New series. 06/2008	OPR	8 years after last interaction.	Destroy when obsolete or superseded.	SD51-20-05	
6	HEALTH ROOM REGISTRY Log of students reporting to health office because of illness/injury.	OFM	8 years after last entry – See remarks.	Destroy when obsolete or superseded.	SD51-09-05	Reference RCW 4.16.350.
7	HEALTH SCREENING RESULTS Includes the following tests: Scoliosis (mandatory), Vision (mandatory), Hearing (mandatory), and Dental (optional).	OFM	Destroy after data is transferred to Student Health Card or Folder.	Destroy when obsolete or superseded.	SD51-09-06	
8	INDIVIDUAL HEALTH PLAN (IHP) For students with life-threatening health conditions. New series. 06/2008	OPR	8 years after last interaction.	Destroy when obsolete or superseded.	SD51-20-06	
9	MEDICATION ADMINISTRATION DAILY LOG A chronological listing of the dosages administered.	OPR	8 years after last dose administered – See remarks.	Destroy when obsolete or superseded.	SD51-09-08	Reference RCW 4.16.350.

SUPERSEDED



LOCAL GOVERNMENT RECORDS RETENTION SCHEDULE
SCHOOL DISTRICTS AND EDUCATIONAL SERVICE DISTRICTS
Version 7

Records Category: HEALTH SERVICES		Reference RCW 4.16.350 & 28A.210.260, WAC 246.100.166, 246.760 & 246.762				
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
10	MEDICATION / HEALTH PROCEDURES ADMINISTRATION CASE FILES Includes physician/parent/legal guardian authorization for medication/health procedures administration and account of number and dosages administered.	OPR	8 years after last dose/procedure administered – See remarks.	Destroy when obsolete or superseded.	SD51-09-07	Reference RCW 4.16.350.
11	STUDENT HEALTH CARD OR FOLDER May include but is not limited to screening results, data recorded from information submitted by physician/parent/legal guardian, and record of notification to parent/legal guardian. REV: Changed description. 6/2008	OFM	2 years after graduation or withdrawal.	Destroy when obsolete or superseded.	SD51-09-09	Reference RCW 4.16.350.

SUPERSEDED



LOCAL GOVERNMENT RECORDS RETENTION SCHEDULE
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Records Category: HOME-BASED INSTRUCTION						Reference RCW 28A.200
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	LIST OF SERVICES PROVIDED BY THE SCHOOL DISTRICT	OPR	6 years.	Destroy when obsolete or superseded.	SD51-09A-01	
2	LIST OF STUDENTS PARTICIPATING IN HOME BASED INSTRUCTION	OPR	6 years.	Destroy when obsolete or superseded.	SD51-09A-02	
3	NOTICE OF TRANSFER OF HOME-BASED STUDENT TO DISTRICT Documents the transfer of home-based students back to district schools.	OFM	File in Student Cumulative Records.	Destroy when obsolete or superseded.	SD51-09A-03	
4	PARENT / LEGAL GUARDIAN DECLARATION OF INTENT Annual statement of intent by parent /legal guardian to provide full-time or part-time home schooling for an individual student. REV: Changed primary retention. 6/2008	OPR	3 years or until completion of State Auditor's examination report.	Destroy when obsolete or superseded.	SD51-09A-05	
5	PLACEMENT / EVALUATION TEST RESULTS FOR STUDENTS ENTERING DISTRICT FROM HOME-BASED INSTRUCTION	OFM	2 years after graduation or withdrawal.	Destroy when obsolete or superseded.	SD51-09A-06	

SUPERSEDED



LOCAL GOVERNMENT RECORDS RETENTION SCHEDULE
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Records Category: INSURANCE / RISK MANAGEMENT / SAFETY						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	APPROVAL FOR USE OF PRIVATE VEHICLES FOR STUDENT TRANSPORTATION - WITH ACCIDENT / INCIDENT New series. 06/2008	OPR	Destroy after student reaches age 21, or 3 years after accident/incident, which ever is longer.	Destroy when obsolete or superseded.	SD51-20-07	Reference Washington State Board of Education Resolution #101-1996. Type II authorization standards as recommended by OPSI.
2	APPROVAL FOR USE OF PRIVATE VEHICLES FOR STUDENT TRANSPORTATION - WITHOUT ACCIDENT / INCIDENT REV: Changed title and primary retention; added remarks. 06/2008	OPR	Destroy after 6 years.	Destroy when obsolete or superseded.	SD51-06C-05	Reference Washington State Board of Education Resolution #101-1996. Type II authorization standards as recommended by OPSI.
3	FIELD TRIP AUTHORIZATION BY PARENT/ LEGAL GUARDIAN	OPR	6 years.	Destroy when obsolete or superseded.	SD51-06C-31	
4	INSURANCE CERTIFICATES Insurance where the school district is a third party. Provides protection to district in case of incident/accident during event/activity. REV: Changed title and added description. 06/2008	OFM	Expiration of certificate plus 3 years.	Destroy when obsolete or superseded.	SD51-05C-32	

SUPERSEDED



**LOCAL GOVERNMENT RECORDS RETENTION SCHEDULE
SCHOOL DISTRICTS AND EDUCATIONAL SERVICE DISTRICTS
Version 7**

Records Category: PAYROLL

THE DISTRICT MUST BE AWARE THAT IT IS RESPONSIBLE FOR PROVIDING INFORMATION FOR THE DEPARTMENT OF RETIREMENT SYSTEM'S AUDITS OF EMPLOYEE PAY HISTORY. THIS INFORMATION INCLUDES HOURS WORKED AND GROSS PAY PER CALENDAR MONTH FOR THE ENTIRE TERM OF EACH EMPLOYEE'S EMPLOYMENT WITH THE DISTRICT. SUCH INFORMATION MUST BE RETAINED FOR AT LEAST 60 YEARS. CHOICE OF RECORDS SERIES FOR LONG-TERM VERIFICATION OF RETIREMENT ELIGIBILITY SHOULD BE CONFIRMED WITH THE STATE DEPARTMENT OF RETIREMENT SYSTEMS. CHOSEN RECORDS SERIES MAY BE RETAINED ON MICROFILM INSTEAD OF HARD COPY.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	PAYROLL STATUS SHEETS FOR DISTRICTS NOT USING PERSONNEL ACTION REQUEST FORMS REV: Changed primary retention. 6/2008	OFM	3 years or until completion of State Auditor's examination report.	Destroy when obsolete or superseded.	SD51-03E-28	
2	PAYROLL STATUS SHEETS FOR DISTRICTS USING PERSONNEL ACTION REQUEST FORMS	OFM	Until data entered and verified.	Destroy when obsolete or superseded.	SD51-03E-26	

SUPERSEDED



LOCAL GOVERNMENT RECORDS RETENTION SCHEDULE
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Records Category: PERSONNEL						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	EQUAL EMPLOYMENT OPPORTUNITY INQUIRY (EEO)	OFM	3 years.	Destroy when obsolete or superseded.	SD51-04C-02	

SUPERSEDED



LOCAL GOVERNMENT RECORDS RETENTION SCHEDULE
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Records Category: PUBLIC INFORMATION / COMMUNITY RELATIONS						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	DESCRIPTIVE GUIDE TO SCHOOL DISTRICT ADMINISTRATION AND BUILDINGS	OPR	PERMANENT – 1 copy potential archival value – See remarks.	Destroy when obsolete or superseded.	SD51-05-05	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED



LOCAL GOVERNMENT RECORDS RETENTION SCHEDULE
SCHOOL DISTRICTS AND EDUCATIONAL SERVICE DISTRICTS
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Records Category: PUBLIC INFORMATION / COMMUNITY RELATIONS						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
2	<p>HISTORICAL RECORDS, MATERIALS AND ARTIFACTS THAT SHOULD BE RETAINED FOR COMMEMORATIVE EVENTS AND DISPLAYS</p> <p>Records documenting significant events or milestones of individual schools, school districts, and educational service districts, where these events are not documented in other records (such as board minutes, students transcripts, etc.)</p> <p>May include, but is not limited to:</p> <ul style="list-style-type: none"> • Award Lists • Class Activities Materials • Baccalaureate Programs • Commencement Programs • Cumulative Class Rankings • Diploma Order Lists • Exhibits • Final Grade Point Summaries • Graduating Class History Files • Honor Roll Lists • Yearbooks/Annuals <p><i>Use DAN #SD51-20-10 for GRADUATE LIST.</i></p> <p><i>Note: Other historical materials and artifacts (non-records) should also be retained by the school for commemorative events and displays (school reunions, centennials, etc.) or made available to local heritage organizations. Items may include banners, posters, trophies, uniforms, etc.</i></p> <p>REV: Changed title and description. 06/2008</p>	OPR	PERMANENT – potential archival value – See remarks.	Destroy when obsolete or superseded.	SD51-01-52	Contact your Regional Archivist. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.

SUPERSEDED



LOCAL GOVERNMENT RECORDS RETENTION SCHEDULE
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Records Category: PUBLIC INFORMATION / COMMUNITY RELATIONS						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
3	PHOTO / MEDIA RELEASE FORM - EXTERNAL Records documenting permission, or denial of permission, to use student images by non-school district parties such as television/radio stations, newspapers, school photographers, etc. Student images include, but are not limited to, photos, video, and audio recordings. New series. 06/2008	OFM	3 years after end of school year-	Destroy when obsolete or superseded.	SD51-20-08	
4	PHOTO / MEDIA RELEASE FORM - INTERNAL Records documenting permission, or denial of permission, to use student images recorded during official school activities/events, by staff or students in an official capacity (e.g. school newspaper, annual staff, etc.) Student images include, but are not limited to, photos, video, and audio recordings. REV: Changed title, added description, and assigned new DAN#. 06/2008	OFM	Retain for current school year.	Destroy when obsolete or superseded.	SD51-20-09	
5	SCHOOL BULLETINS AND NEWSPAPERS . REV: Changed primary retention and added remarks. 6/2008	OFM	Retain until appraised by Regional Archivist. Potential archival value. See remarks.	Destroy when obsolete or superseded.	SD51-06F-03	These records must be appraised by your Regional Archivist. Contact your Regional Archives to arrange for appraisal and transfer.
6	STUDENT HANDBOOK / CALENDAR REV: Changed primary retention and added remarks.	OFM	Retain until appraised by Regional Archivist. Potential archival value. See remarks.	Destroy when obsolete or superseded.	SD51-06F-04	These records must be appraised by your Regional Archivist. Contact your Regional Archives to arrange for appraisal and transfer.



LOCAL GOVERNMENT RECORDS RETENTION SCHEDULE
SCHOOL DISTRICTS AND EDUCATIONAL SERVICE DISTRICTS
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Records Category: SKILLS CENTER			Reference RCW 28C.04 and RCW 28C.22			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	PATIENT CASE FILES Records of health care/treatment given to patients provided as part of an instruction program through a skills center. ESSENTIAL RECORD – Needs security backup – See remarks.	OPR	10 years after last visit of patient; written confirmation received from a patient's health care professional that "forwarded" records have been received; or patient reaches 21 years of age, whichever is longer – See remarks.	Destroy when obsolete or superseded.	SD51-10-02	Reference RCW 70.02. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the district.
2	SKILLS CENTER STUDENT TIME LOG / SHEET Log/sheet recording a student's presence/absence in a skills center course. REV: Changed primary retention and added remarks. 6/2008	OFM	3 Years or until completion of State Auditor's examination report.	Destroy when obsolete or superseded.	SD51-10-03	Reference WAC 392-117-050.

SUPERSEDED



LOCAL GOVERNMENT RECORDS RETENTION SCHEDULE
SCHOOL DISTRICTS AND EDUCATIONAL SERVICE DISTRICTS
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Records Category: SPECIAL EDUCATION STUDENT RECORDS						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	REPORT FOR STUDENT NOT ASSIGNED TO THE SPECIAL EDUCATION PROGRAM Referrals, evaluations, evaluation reports, and notices for students determined not to be eligible for the special education program. REV: Changed remarks. 06/2008	OFM	Determined ineligible plus 5 years.	Destroy when obsolete or superseded.	SD51-051-04	Reference WAC 392-172A. Federal audit requirements. Confidential information must be protected.
2	SPECIAL EDUCATION STUDENT HISTORY FILE Includes psychological and IQ test results, eligibility decision documentation, evaluation and other reports, Individualized Education Programs (IEPs), correspondence, and other information regarding the student.	OPR	Separation from program plus 6 years.	Destroy when obsolete or superseded.	SD51-051-02	
3	SPECIAL EDUCATION STUDENT HISTORY FILE DISPOSITION NOTICE RECORD Record/Log of notices sent to the last known address of parents, legal guardians, and/or adult students, advising them of the opportunity to take possession of the file or any of its contents pending disposition by the district. – See Special and/or Disposition Instructions. REV: Changed remarks. 06/2008	OPR	6 years – See remarks.	Destroy when obsolete or superseded.	SD51-051-03	Reference WAC 392-172A-05235, 34 CFR 300.624, and FERPA. NOTE: Notice MUST be sent to last known address of parent/legal guardian/adult student before destruction.

SUPERSEDED



LOCAL GOVERNMENT RECORDS RETENTION SCHEDULE
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Records Category: STAFF TRAINING AND DEVELOPMENT						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	APPROVED IN-SERVICE EDUCATION Clock hour credit activities.	OPR	7 years.	Destroy when obsolete or superseded.	SD51-04G-01	Reference WAC 180-85-205.
2	FIRST AID / CPR TRAINING DOCUMENTATION	OPR	Destroy when superseded plus six years.	Destroy when obsolete or superseded.	SD51-01-22	
3	LIST OF HIV AND HBV TRAINED EMPLOYEES	OPR	30 years.	Destroy when obsolete or superseded.	SD51-04G-03	
4	STAFF TRAINING, ASSISTANCE, AND REVIEW PROGRAM CASE FILES Includes, but is not limited to, reports generated by teacher, mentor, or principal, narrative and checklist assessments, intervention forms for experienced teachers, program exit letter, contact log, and mutually agreed upon goals.	OFM	Exit from program plus 5 years.	Destroy when obsolete or superseded.	SD51-04G-05	NOTE: The final report may be removed from the personnel file after 5 years upon request from the participant. It should also be noted that termination of employment is not a consequence of an unsuccessful exit from program.

SUPERSEDED



LOCAL GOVERNMENT RECORDS RETENTION SCHEDULE
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Records Category: STUDENT ASSIGNMENT			RCW 28A.225.225 and WAC 392-137			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	BOUNDARY EXCEPTION APPEALS - NON-RESIDENT STUDENT Appeals filed by students residing outside the district. REV: Changed title and added description. 6/2008	OPR	Office of the Superintendent of Public Instruction (OSPI) – Legal Services retains until case closed plus 10 years.	Destroy when obsolete or superseded.	SD51-05J-01	Reference RCW 28A.225.225 and 230, and WAC 392-137.
2	BOUNDARY EXCEPTION APPEALS - RESIDENT STUDENT Appeals filed by students residing within the district. REV: Changed title and added description. 6/2008	OPR	Resolution plus 3 years.	Destroy when obsolete or superseded.	SD51-05J-07	Reference RCW 28A.225.225 and 230, and WAC 392-137.
3	BOUNDARY EXCEPTIONS Records documenting inter-district and intra-district boundary exceptions. REV: Changed title and added description. 6/2008	OPR	Current school year plus 6 years.	Destroy when obsolete or superseded.	SD51-05J-02	
4	PARENT / LEGAL GUARDIAN ASSIGNMENT REQUEST FORMS Generates student's assignment to a school.	OPR	3 years.	Destroy when obsolete or superseded.	SD51-05J-03	
5	REGISTRATION – STUDENT ASSIGNMENT	OPR	Enrollment plus 2 years.	Destroy when obsolete or superseded.	SD51-05J-04	
6	SCHOOL ASSIGNMENT PROCEDURES Records documenting school assignment procedures where not incorporated in School Board Minutes and/or Resolutions. <i>See DAN #GS50-05A-13 for SCHOOL BOARD MINUTES.</i> REV: Changed title and primary retention; added description and remarks. 6/2008	OPR	6 years after superseded Potential archival value – See remarks.	Destroy when obsolete or superseded.	SD51-05J-05	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
7	STUDENT ASSIGNMENT CASE FILES Includes all documentation related to the assignment of a specific student to a school.	OPR	3 years.	1 year.	SD51-05J-06	If a student does not enroll, secondary copy may be destroyed.

SUPERSEDED



LOCAL GOVERNMENT RECORDS RETENTION SCHEDULE
SCHOOL DISTRICTS AND EDUCATIONAL SERVICE DISTRICTS
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Records Category: STUDENT RECORDS		Reference WAC 392-185 and WAC 392-415				
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	APPLICATION FOR CERTIFICATE OF EDUCATIONAL COMPETENCE	OFM	Superintendent of Public Instruction: 3 months.	Testing Center: Until award of certificate. School Districts: Destroy when obsolete or superseded.	SD51-05F-01	The State Board of Community and Technical Colleges administers GED Testing. Reference WAC 180-96 and WAC 131-48.
2	AUTHORIZATION FOR RELEASE OF STUDENT RECORDS REV: Changed primary retention. 6/2008	OPR	3 years.	Destroy when obsolete or superseded.	SD51-05F-02	Reference the Family Educational Rights and Privacy Act (FERPA) 99.32.
3	CONFIDENTIAL REPORTS (A.K.A. GUIDANCE REPORTS, OR SUPPLEMENTARY REPORTS)) Includes subjective reports and anecdotal information from district, outside agencies and individuals.	OFM	2 years after student graduates or withdraws.	Destroy when obsolete or superseded.	SD51-05F-03	These records should be separated from the cumulative folder with limited access per the Family Educational Rights and Privacy Act (FERPA).
4	GED PERMANENT TRANSCRIPT (GED TEST SCORES) Record of all applicants who were issued certificates.	OPR	Retained by Superintendent of Public Instruction: PERMANENT.	Testing Center: 100 years. School Districts: Destroy when obsolete or superseded.	SD51-05F-04	The State Board of Community and Technical Colleges administers GED Testing. Reference WAC 180-96 and WAC 131-48.
5	GRADUATE LIST Annual list of graduates. <i>Use DAN #GS51-05F-10 for OFFICIAL STUDENT RECORDS AND TRANSCRIPTS.</i> New series. 06/2008	OFM	PERMANENT – Potential Archival value.	Destroy when obsolete or superseded.	SD51-20-10	Contact your Regional Archivist. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.

SUPERSEDED



LOCAL GOVERNMENT RECORDS RETENTION SCHEDULE
SCHOOL DISTRICTS AND EDUCATIONAL SERVICE DISTRICTS
Version 7

Records Category: STUDENT RECORDS			Reference WAC 392-185 and WAC 392-415			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
6	<p>OFFICIAL STUDENT RECORD For all grades and all schools, including, but not limited to, standardized high school transcripts; middle/junior high school transcript or other academic history showing courses and grades earned; elementary enrollment history and grade progression; permanent record cards; teacher registers (prior to 1940's.)</p> <p>All other records pertaining to each student belong in the cumulative folder, or are covered by other series.</p> <p>REV: Changed title, description, and remarks. 6/2008</p>	OPR	100 years.	Destroy when obsolete or superseded.	SD51-05F-10	<p>Reference WAC 392-415-060 and 392-415-070.</p> <p>SUGGESTED PRESERVATION PROCEDURE – MICROFILM This records series may be retained on microfilm instead of hard copy. Microfilming must be done according to standards issued by State Archives.</p>
7	<p>REQUEST FOR APPROVAL TO TEST FOR CERTIFICATE OF EDUCATIONAL COMPETENCE (GED) Request signed by a designated district employee stating the there is a substantial and warranted reason for the student to leave the regular high school education program. May be kept in the Student Cumulative Folder.</p>	OFM	Destroy when obsolete or superseded.	Destroy when obsolete or superseded.	SD51-05F-05	Reference WAC 131-48 and WAC 180-96.
8	<p>SCHOOL REGISTERS</p>	OFM	Obsolete record eligible for disposition unless there is no student transcript* – Potential archival value – See remarks.	Destroy when obsolete or superseded.	SD51-05F-11	<p>*If there is no official student record that supersedes the school registers, these must be retained 100 years.</p> <p>Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.</p>

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LOCAL GOVERNMENT RECORDS RETENTION SCHEDULE
SCHOOL DISTRICTS AND EDUCATIONAL SERVICE DISTRICTS
Version 7

Records Category: STUDENT RECORDS			Reference WAC 392-185 and WAC 392-415			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
9	<p>STUDENT CUMULATIVE FOLDER (A.K.A. STUDENT FILE FOLDER) Contains information collected on each student in addition to the Student Official Record, regardless of storage medium or format.</p> <p>May contain but is not limited to:</p> <ul style="list-style-type: none"> Identifying information (name, birth date, sex, year in school, address, telephone number, parent/legal guardian name, ethnic classification, emergency information [parent/legal guardian place of employment, family doctor, babysitter, siblings]). Attendance records including date of entry and withdrawal. Grades and other student progress reports. Results of tests of school achievement, aptitude, interests, hearing, and vision. Records of student accomplishments and participation in school activities. Such other information as shall enable staff to counsel with students and plan appropriate activities. 	OFM	2 years after student graduates or withdraws.	Destroy when obsolete or superseded.	SD51-05F-07	<p>Information subject to deletion as provided by the Family Educational Rights and Privacy Act should be destroyed and not filmed.</p> <p>NOTE: Some items listed in this series may be covered elsewhere in this schedule and may be disposed of accordingly if retained separately.</p>
10	STUDENT DISCIPLINARY ACTION REPORT	OFM	Retain 3 years in school.	Destroy when obsolete or superseded.	SD51-01-50	
11	<p>STUDENT DISCIPLINE FILES Includes student expulsion records.</p>	OPR	3 years after the incident.	Destroy when obsolete or superseded.	SD51-05F-08	
12	<p>STUDENT LOCATOR CARDS / CLASS SCHEDULES</p> <p>REV: Changed primary retention. 6/2008</p>	OFM	3 years or until completion of State Auditor's examination report.	Destroy when obsolete or superseded.	SD51-05F-09	

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Records Category: STUDENT TRANSPORTATION / MOTOR POOL / VEHICLE / EQUIPMENT MAINTENANCE Ref. RCW 28A.160						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	APPLICATION FOR SPECIAL TRANSPORTATION - ACCEPTED For students with medical problems, or physical disabilities to receive district transportation services.	OFM	Retain until completion of audit.	Destroy when obsolete or superseded.	SD51-05G-02	Reference WAC 392-141-148.
2	APPLICATION FOR SPECIAL TRANSPORTATION – DENIED	OFM	Application denied plus 1 year.	Destroy when obsolete or superseded.	SD51-05G-14	
3	BUS CONDITION CHECKLIST Daily evaluation of bus by drivers.	OFM	1 year.	Destroy when obsolete or superseded.	SD51-05G-04	
4	BUS OPERATIONS DAILY LOG May show bus route, time trip began and ended, number of pupils carried, and driver's signature.	OPR	6 years.	Destroy when obsolete or superseded.	SD51-05G-06	
5	BUS SCHEDULE FOR ALL SCHOOLS Shows route, stops and time for each bus. Includes state approved route map.	OFM	3 years.	Until revised.	SD51-05G-07	
6	BUS TRIP REQUEST / AUTHORIZATION May show school, nature of trip, date, destination, miles, number of pupils, supervisor, departure, and time.	OFM	3 years.	Destroy when obsolete or superseded.	SD51-05G-08	
7	BUS TRIP TICKET LOGS May show school, nature of trip, date, destination, miles, number or pupils, supervisor, departure, and times.	OPR	6 years.	Destroy when obsolete or superseded.	SD51-05G-09	
8	FUEL/ OIL RECORDS FOR INDIVIDUAL BUSES AND OTHER VEHICLES May list vehicle number, amount of fuel pumped, odometer reading, etc. REV: Changed description. 6/2008	OFM	3 years.	Destroy when obsolete or superseded.	SD51-05G-12	
9	IMPROPER CONDUCT ON THE BUS NOTICE May show bus route, time of incident, nature of incident, and student(s)' name(s).	OFM	1 year.	Destroy when obsolete or superseded.	SD51-05G-13	



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Records Category: SUPERINTENDENT						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	ACCREDITATION CERTIFICATES	OPR	PERMANENT.	Destroy when obsolete or superseded.	SD51-05-01	
2	ANNUAL HIGH SCHOOL REPORT FOR STANDARDS AND ACCREDITATION	OPR	PERMANENT – 1 copy potential archival value – See remarks.	Destroy when obsolete or superseded.	SD51-05-10	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
3	BOUNDARY RECORDS Official legal description and drawings of school district boundaries, including director district boundaries.	OPR	PERMANENT – 1 copy potential archival value – See remarks.	Destroy when obsolete or superseded.	SD51-05-02	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
4	CERTIFICATION OF ELECTION OF SCHOOL BOARD PRESIDENT	OPR	PERMANENT – 1 copy potential archival value – See remarks.	Destroy when obsolete or superseded.	SD51-05-03	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. MICROFILM: This records series may be retained permanently on microfilm instead of hard copy for both on-site use and off-site security storage at the State Archives. Microfilm must meet Washington State Archives technical standards.
5	CERTIFICATION OF SCHOOL DISTRICT ELECTIONS Including bonds, levies, and director elections.	OPR	PERMANENT.	Destroy when obsolete or superseded.	SD51-05-04	
6	OFFICIAL DISTRICT NEGOTIATED SCHOOL CALENDARS	OPR	PERMANENT.	Destroy when obsolete or superseded.	SD51-05-06	



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SCHOOL DISTRICTS AND EDUCATIONAL SERVICE DISTRICTS
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Records Category: SUPERINTENDENT						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
7	REPORT OF EVALUATION OF ACCREDITATION	OPR	PERMANENT – 1 copy potential archival value – See remarks.	Destroy when obsolete or superseded.	SD51-05-11	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
8	SCHOOL SERVICE BOUNDARY DECISION WORKING FILE	OFM	Approval of Board Resolution plus 3 years.	Until approval of board resolution.	SD51-05-08	
9	STATEMENTS OF GRADUATION REQUIREMENTS	OPR	PERMANENT – 1 copy potential archival value – See remarks.	Destroy when obsolete or superseded.	SD51-05-13	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

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**LOCAL GOVERNMENT RECORDS RETENTION SCHEDULE
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Records Category: TEACHING RECORDS						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	GRADE DOCUMENTATION – ELEMENTARY To provide documentation for grades.	OFM	1 year.	Destroy when obsolete or superseded.	SD51-06E-01	
2	GRADE DOCUMENTATION – SECONDARY To provide documentation for grade and credit record challenges. Includes records that document state graduation requirements, such as Culminating Project.. REV: Changed description and added remarks. 6/2008	OFM	5 years.	Destroy when obsolete or superseded.	SD51-06E-02	WAC 180-51-061.
3	LESSON PLANS	OFM	1 year.	Destroy when obsolete or superseded.	SD51-06E-03	
4	STATEMENT OF REQUIREMENTS AND EXPECTATIONS, SIGNED AND RETURNED BY PARENT / GUARDIAN	OFM	Retain for current school year.	Destroy when obsolete or superseded.	SD51-06E-04	

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Records Category: TRAFFIC SAFETY			Reference RCW 28A.220			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	STUDENT ATTENDANCE LISTS / RECORD CARD REV: Changed title. 6/2008	OPR	6 years.	Destroy when obsolete or superseded.	SD51-06D-04	
2	STUDENT TRAFFIC SAFETY CERTIFICATES	OFM	2 years after student graduates or withdraws.	Destroy when obsolete or superseded.	SD51-06D-05	
3	TRAFFIC SAFETY PARENT / LEGAL GUARDIAN PERMISSION STATEMENTS REV: Changed primary retention. 6/2008	OFM	Until Traffic Safety Certificate has been awarded to student, or student has withdrawn from program.	Destroy when obsolete or superseded.	SD51-06D-06	

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